ABDUL JABBAR TUMRANI

C/O Mata Ganga Jee Enterprises Kumb
P/o Kumb Taluka Kot Diji
District Khairpur
Cell Phone # (92)-300-8918105
E-mail: abduljabbar110@gmail.com

Curriculcm Vitae

MY OBJECTIVE

Seeking a challenging and motivated career within a dynamic and progressive organization where enthusiasm, dedication and the ability to manage tasks and goals effectively are prerequisite in driving the organization forward.

MY MAJOR EDUCATIONAL QUALIFICATIONS

M.A (English) **Shah Abdul Latif University, Khairpur**	2nd Class	2019
B.A **Shah Abdul Latif University, Khairpur**	2nd Class	2011
H.S.C **B.I.S.E.SUKKUR**	2nd Division	2008
S.S.C **B.I.S.E.SUKKUR**	1st Division	2006
D.I.T **SBTE Karachi**	2nd Class	2008

MY PROFESSIONAL EXPERIENCE

(Working as an Accountant and computer operator) **1** years
ADEO Male kot Diji, District Khairpur Mir's

(Working as a data entry operator on MIS Software) **1** year
Marvi Rural Development Organization (MRDO)

(Worked as a CSR Customer Service Representative) **1** year
China Mobile Company Zong franchise ranipur

(Working as an I.T Teacher) **1** year
Shahadia Abbasi Computer Science School Kot Diji

(Working as a I.T Teacher) **1** year
AL- Mehran Public School Kumb

(Working as an I.T Teacher & Head Teacher) **5** years
Indus Resource Center Khairpur IRC Supported by DIL Development and Literacy

(Working as a KPO (Key Punch Operator on S&D Pro Software since four years) 6 years
Tapal Tea Pvt: Ltd Company

Key Responsibilities:

- Manage all of the organizational administration including staff affairs
- Manage recreation activities
- Monitor organizational progress
- Evaluation of staff's performance
- Deal with clients/outer guests/visitors

COMPUTER LITERACY

- **Windows 98/2000/XP / windows7 and Windows 10 Pro**
    - Microsoft Office XP 2007 / 2010 and 2013
    - Ms Word
    - Ms Excel
    - Ms Power Point
    - Account maintenance

LANGUAGES PROFICIENCY

- Fluent in reading, writing & speaking **English, Urdu, Sindhi and Seraiki** Languages

PERSONAL INFORMATION

- Father's Name: Muhib Ali
- Surname: Tumrani
- Date of Birth: 01-03-1989
- CNIC Number: 45205-9023371-9
- Permanent Address: P/o Kumb Taluka Kot Diji District Khairpur (Mir's)

REFERENCES

Reference will be furnished on demands.